

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

PRINCIPAL ANALYST, CEO

(Immediate Opening in the Children and Families' Well-Being Cluster)

The Chief Executive Office (CEO) Children and Families' Well-Being (CFWB) Cluster is seeking a highly motivated and well-qualified individual that would be the lead analyst on the Department of Children and Family Services (DCFS) assignment. The CFWB Cluster includes the Departments of Children and Family Services, Child Support Services, Community and Senior Services, Public Social Services, and the Homeless Prevention Initiative. The lead over the DCFS assignments will provide expert and professional support in the coordination, preparation, and analysis of the budget, policy issues, programmatic issues, and the operational needs for DCFS. In addition, the individual will be responsible for the coordination and analysis of numerous requests and referrals from the Board of Supervisors, the Chief Executive Officer, and public and private partners. The DCFS lead analyst is under the direct supervision of a Manager, CEO.

Duties and Responsibilities:

- Provide expert professional staff support to the CEO in analyzing budget requests for assigned County departments;
- Prepare Proposed Budget recommendations for departmental revenues and expenditures in light of budget policy; and recommend changed fiscal allowances and budget adjustments during the fiscal year;
- Evaluate and recommend CEO decisions on contracts, policy changes, and other actions referred by the Board of Supervisors or requested by assigned departments to be approved by the Board of Supervisors;
- Analyze proposed legislation to determine the effect on assigned departments operations, costs and revenue and recommends legislative position, including, as appropriate, amendments to conform legislation to County needs;
- Communicate analysis and recommendations orally or in writing to obtain the concurrence of superiors, the Board of Supervisors, and assigned department or other entities; and on behalf of the CEO negotiates recommendations with these groups.
- Conduct management audits; review of departmental organizational, policy, systems, procedures, and management studies; research and develop resolution to issues raised in correspondence received by the CEO or referred by the Board of Supervisor; and
- Interpret County policies and procedures to assigned department and other entities.

Desirable Qualifications:

- Graduate from an accredited four-year college or university with a Bachelor's Degree in Economics, Accounting, Finance, Business Administration, Public Administration or a closely related field;
- Strong knowledge of the application of budget principles for public entities and the laws and regulations governing the financial operations of a local governmental agency;
- Strong analytical and decision making abilities to collect, interpret, and evaluate narrative and statistical data pertaining to fiscal and management matters and translate results into coherent, well-written reports;
- Strong interpersonal and public relations skills;
- Strong organizational skills;
- Adaptability;
- Good working knowledge of the County's budget and fiscal procedures;
- Excellent verbal and written communication skills;
- Accounting background sufficient to effectively manage essential budget and financial data;
- Demonstrate analytical skills for effective problem solving; and
- A high level of personal initiative and demonstrate ability to work in a team setting.

Position Requirements:

Candidates must currently hold the payroll title of Principal Analyst, CEO or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a cover letter and résumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Resumes and supporting documents should be received no later than **Tuesday, August 6, 2013** and sent to:

Kimberly Arias
Chief Executive Office
Human Resources Section
500 W. Temple Street, Room 785
Los Angeles, CA 90012
Email: karias@ceo.lacounty.gov

Résumés will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION